

☒ Original ☐ Amendment

U.S. House of Representatives  
111<sup>th</sup> Congress

LEGISLATIVE RESOURCE CENTER

2010 AUG 31 AM 11:48

EMPLOYEE  
POST-TRAVEL DISCLOSURE FORM

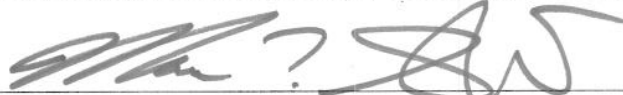
OFFICE OF THE CLERK  
HOUSE OF REPRESENTATIVES

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips, or similar events undertaken in connection with official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with House Rule 25, clause 5, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within **15 days** after travel is completed. The Clerk is to make the second page of this form publicly available as soon as possible after it is filed.

Name of Traveler (print or type): Marc Short

I certify that the information contained on all pages of this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER:

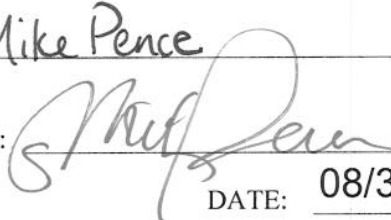


DATE: 08/30/10

I authorized this travel in advance. I have determined that all of the expenses listed on this form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Mike Pence

SIGNATURE OF SUPERVISING MEMBER:



DATE: 08/30/10

EMPLOYEE  
POST-TRAVEL DISCLOSURE FORM

1. Name of Traveler (print or type): Marc Short
2. a. Name of Accompanying Family Member (if any): Kristen Short
- b. Relationship to Employee: ☒ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Date of Departure and Date of Return: Lodging & meals only: 8/26-8/28, 2010
- b. Dates at personal expense (if any): 8/21-8/25 (on vacation in California already)
4. Itinerary (cities of departure – destination – return): YAF did not provide any transportation; however, the event was in Santa Barbara, CA
5. Sponsor(s) (who paid for the trip): Young America's Foundation
6. Describe meetings and events attended (attach additional pages if necessary): see attached itinerary
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
- a. ☒ the Private Sponsor Travel Certification Form completed by the trip sponsor, including all attachments;
- b. ☒ the Traveler Form completed by the employee; **and**
- c. ☒ the Committee on Standards' letter approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (*Signify that statement is true by checking box*): ☒
- b. If not, explain: Except - the portions of the itinerary that state a YAF representative would drive me - I drove myself in my own rental vehicle. No transportation expenses were incurred by YAF.
9. TRAVEL EXPENSES: *Obtain actual dollar amounts from the sponsor. If exact dollar amounts are unavailable by the due date, provide a good faith estimate and file an amended form once the correct amounts are received.*

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	0	\$950.88	\$35.00
For accompanying family member:	0	\$950.88	\$35.00
	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)	
For employee:			
For accompanying family member:			

4/22/10  
via Ben

U.S. House of Representatives  
Committee on Standards of Official Conduct

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM  
For Members, Officers, and Employees

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.*

**YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE.** Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: Marc Short

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of Signatory (if other than traveler): \_\_\_\_\_

For staff, name of employing Member/Committee: House Republican Conference

Office address: 1420 Longworth

Phone number: (202) 225-5107

Email address of contact person: emily.seidel@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity and these forms are being submitted to the Committee less than 14 days before the trip departure date.

**NOTE:** You must complete the contact information fields above, as Committee staff may need to contact you if additional information is required.

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct  
U.S. House of Representatives  
HT-2, The Capitol  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (fax)

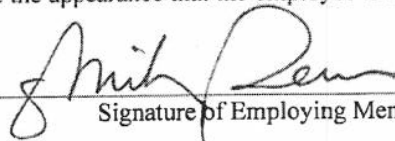
U.S. House of Representatives  
Committee on Standards of Official Conduct

**PRIVATELY SPONSORED TRAVEL: TRAVELER FORM**

1. Name of Traveler: Marc Short
2. Sponsor(s) (who will be paying for the trip): Young America's Foundation
3. Travel destination(s): Santa Barbara, CA
4. a. Date of Departure and Date of Return: Lodging & meals only: 8/26-8/28, 2010  
b. Will you be extending the trip at your personal expense? ☒ Yes ☐ No  
If yes, dates at personal expense: Will be on a family vacation to CA already - YAF is not paying for travel.
5. a. Will you be accompanied by a family member at the sponsor's expense? ☒ Yes ☐ No  
b. If yes, name of accompanying family member: Kristen Short  
c. Relationship to traveler: ☒ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? ☐ Yes ☒ No  
b. If yes, check one of the following: ☒ N/A - Sponsor checked 9(a) or 9(b)  
(1) Approval for one-night's lodging and meals is being requested: ☐ or  
(2) Approval for two-nights' lodging and meals is being requested: ☐  
If "(2)" is checked, explain why the second night is warranted: \_\_\_\_\_
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box): ☒
8. Explain why participation in the trip is connected to your individual official or representational duties:  
Invited to speak to the monthly Reagan Ranch lunch to update attendees on Congressional activities and be updated on the Young America's Foundation's activities.
9. **FOR STAFF:**  
**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 06/14/10

  
Signature of Employing Member

**NOTE:** This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.

U.S. House of Representatives  
Committee on Standards of Official Conduct

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**  
(provide directly to each House invitee)

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form. The trip sponsor should NOT submit the form directly to the Committee. *You must answer every question on the form.*

1. Sponsor(s) (who will be paying for the trip): Young America's Foundation
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (Signify that the statement is true by checking box): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (Signify that the statement is true by checking box): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☒ Yes ☐ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): Marc Short, Chief of Staff of the House Republican Conference, has been invited to speak on congressional activities.  
Marc Short, Chief of Staff of the House Republican Conference, has been invited to speak on congressional activities.
6. Dates of travel: N/A (Mr. Short will already be in Santa Barbara, CA.)
7. Cities of departure - destination - return: N/A (Mr. Short will already be in Santa Barbara, CA.)
8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (Signify "yes" by checking box): ☒
9. I represent that (check one of the following):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
  - a. N/A - I checked 9(a) or (b) above: ☐
  - b. One-night's lodging and meals are being offered: ☐ or
  - c. Two-nights' lodging and meals are being offered: ☒  
If "c" is checked, explain why the second night is warranted: Full day of events planned. Please see attached agenda for complete details.

11. Check one:
- I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (Signify that the statement is true by checking box): ☒ or
  - N/A – trip sponsor is an institution of higher education. ☐
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip:
- The purpose of this trip is for Mr. Short to speak on congressional activities at a community luncheon, and to update him on the activities of Young America's Foundation and the on-going preservation of the Reagan Ranch.
13. a. Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.):
- N/A (Mr. Short will already be in Santa Barbara, CA.)
- b. If travel will be first class or by chartered or private aircraft, provide an explanation describing why such travel is warranted: N/A
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (Signify that the statement is true by checking box): ☒
15. I represent that either (check one of the following):
- The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☒ or
  - The trip involves events that are arranged *specifically with regard* to congressional participation: ☐  
If "b" is checked, detail the cost per day of meals (approximate cost may be provided):
16. Reason for selecting the location of the event or trip: The event is being held at the west coast office of the Young America's Foundation, the Reagan Ranch Center, where community luncheons are held monthly.
17. Name of hotel or other lodging facility: West Beach Inn
18. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$475.44
19. Reason(s) for selecting hotel or other lodging facility: Proximity to event location. Availability.

20. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$0	\$475.44	\$35
For each accompanying family member	\$0	\$475.44	\$35

	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee		
For each accompanying family member		

21. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment (signify that the statement is true by checking box): ☒

22. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name and title: Andrew Coffin, Director of the Reagan Ranch

Organization: Young America's Foundation

Address: 217 State Street Santa Barbara, CA 93101

Telephone number: 888-872-1776

Fax number: 805-957-9152

Email Address: andrewc@reaganranch.org

The Committee staff may contact the above individual if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct  
U.S. House of Representatives  
HT-2, The Capitol  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)

Version date 8/2008 by Committee on Standards of Official Conduct



## Reagan Ranch Roundtable

August 27, 2010

Santa Barbara, California

### Itinerary for Marc Short

#### Contacts:

The Reagan Ranch Center  
217 State Street  
Santa Barbara, CA 93101  
Office: (805) 957-1980

Andrew Coffin, Director of the Reagan Ranch  
[andrewc@reaganranch.org](mailto:andrewc@reaganranch.org)  
Cell: (805) 729-2265

Ana Lightle, Program Officer  
[alightle@reaganranch.org](mailto:alightle@reaganranch.org)  
Cell: (443) 299-9351

#### Thursday, August 26, 2010

4:00— 6:00 pm

Mr. & Mrs. Short Arrive and Check-In at West Beach Inn  
306 West Cabrillo Boulevard, 800-716-6199  
Confirmation #: 66569

#### Friday, August 27, 2010

8:15 am

Pick Up Mr. & Mrs. Short at West Beach Inn

*Foundation staff member (TBD) will pick up at lobby and be driving a tan colored Suburban.*

8:15 – 8:30 am

Drive from West Beach Inn to Reagan Ranch Center



8:30 – 11:00 am	<b>Tour of the Reagan Ranch Center</b>  <i>Update on Young America's Foundation's programs.</i>
12 noon – 1:30 pm	<b>The Reagan Ranch Roundtable Luncheon</b>  Emcee: Andrew Coffin Invocation: Student, TBD Pledge of Allegiance: Student, TBD Introduction: TBD Guest Total: Approximately 100-130  Noon Welcome, Invocation, Pledge 12:05 Lunch Served 12:35 Introduction of Speaker 12:40 – 1:20 Marc Short 1:20 – 1:30 Q & A  We will also be streaming the speech live to our own website via USTREAM.tv
1:30 – 2:15 pm	<b>Drive to the Reagan Ranch</b>  <i>Andrew Coffin will lead tour and drive Mr. &amp; Mrs. Short to the Ranch in a Foundation Suburban.</i>
2:15 – 4:45 pm	<b>Tour of Rancho del Cielo</b>  <i>Update on Young America's Foundation's preservation efforts.</i>
4:45 – 5:30 pm	<b>Drive from Reagan Ranch to West Beach Inn</b>

**Saturday, August 27, 2010**

11:00 am	<b>Check-Out of West Beach Inn</b>
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ZOE LOFGREN, CALIFORNIA  
CHAIR  
BEN CHANDLER, KENTUCKY  
G. K. BUTTERFIELD, NORTH CAROLINA  
KATHY CASTOR, FLORIDA  
PETER WELCH, VERMONT  
DANIEL J. TAYLOR,  
COUNSEL TO THE CHAIR  
R. BLAKE CHISAM,  
CHIEF COUNSEL AND STAFF DIRECTOR

ONE HUNDRED ELEVENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON STANDARDS OF  
OFFICIAL CONDUCT

Washington, DC 20515-6328

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KELLE A. STRICKLAND,  
COUNSEL TO THE RANKING  
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL  
(202) 225-7103

August 17, 2010

Mr. Marc Short  
House Republican Conference  
1420 Longworth House Office Building  
Washington, DC 20515

Dear Mr. Short:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your and your spouse's proposed trip to Santa Barbara, California, scheduled for August 26 to 28, 2010, sponsored by the Young America's Foundation.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of that statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.



Zoe Lofgren  
Chair

Sincerely,



Jo Bonner  
Ranking Republican Member

ZL/JB:slo